

FEES & COLLECTION POLICY - KINDERGARTENS

RATIONALE:

It is imperative that the level of fees charged for the attendance of a child at a Kindergarten and the requirement to pay these fees are clearly set out for parents/caregivers and whanau who choose to access this service.

OBJECTIVE:

To ensure that employees responsible for the collection of fees have a clear guideline to work on and are therefore confident in carrying out this task.

POLICY:

1. Fees shall be reviewed annually by the Chief Executive Officer.
2. The fees structure shall be based on an hourly rate.
3. Absences shall be charged at the full rate (for exceptions in the case of illness refer to clause 13.v. of this policy) No charge shall be made for the days that the kindergarten is closed.
4. An additional charge may be applied for any child who is consistently dropped off early or collected late from the kindergarten.
5. A contract for the payment of fees shall be agreed and signed by both parties prior to a child commencing attendance at the kindergarten.
6. Parents/caregivers will be invoiced weekly.
7. Payment may be made by cash, cheque, automatic payment, internet payment or eftpos and shall be paid on a weekly or fortnightly basis. Payments may be made in advance.
8. If a child is absent without notification for more than 21 calendar days her/his enrolment contract shall be terminated and the child may be placed on the centre's waiting list. Notified absences of more than 21 calendar days must pay a retainer of 20% to ensure that the child's placement is held. This retainer applies after the 21 calendar days.
9. Parents/caregivers and whanau shall be made aware that the kindergarten is registered with WINZ so that eligible families can receive a childcare subsidy to assist in the payment of fees.
10. Any changes to agreed attendance times, including extra days, must be confirmed with the head teacher. Permanent changes shall be recorded on the enrolment form and must be signed by both the parent/caregiver and the Head Teacher.
11. Any outstanding fees shall be paid in full by the end of each calendar month. These dates will be clearly brought to the attention of parents/caregivers.
12. Should any invoiced fees remain outstanding for more than one month then the child's place at the kindergarten may be suspended pending satisfactory arrangements being made to pay such outstanding fees.
 - 12.1 Should such fees remain outstanding and arrangements to pay not be honoured, the child's placement may be cancelled and the account referred to a debt collection agency. A debt collection fee of \$50.00 shall be charged.

12.2 The parent/caregiver shall be advised in writing of the consequences outlined in the above clauses, including:

- The date such suspension commences
- That an arrangement to pay outstanding fees is required immediately.
- The date at which, if a satisfactory arrangement to pay is not in place, the debt will be referred to a debt collection agency.

13. The following discounts shall apply to all invoiced accounts:

- i. 10% for a term paid in advance if paid within 10 days of the start of a term or on enrolment if enrolment commences during the term.
- ii. 25% for two or more siblings attending the kindergarten at the same time. This discount does not apply to the first child.
- iii. 10% staff discount for a child of an employee of the Central North Island Kindergarten Trust or CNI Early Education Services Trust.
- iv. On production of a medical certificate for absences of five (5) or more consecutive days a full discount shall apply.
- v. Two year old children may receive 20 hours free provided they attend for 20 or more hours per week and the kindergarten is the main provider of early childhood education for that child.

Any discount offered will apply to the amount charged to the parent/caregiver after taking into account any payments from any other agency e.g. 20 Free Hours, WINZ or CYFs.

Only one discount shall apply at any given time.